

AMENDMENT 0001
QUESTIONS AND ANSWERS

1. **Question:** Do all elements of C.3.2 have to be completed in the stated 30 days or is this intended as the start date and the completion date is open ended?

Answer: All elements of Section C.3.2 must be achieved within 30 days of contract award. The transition to the awarded supplier must be as seamless as possible to the FAA customer base. The training for all FAA personnel may be rolled out beyond the 30 days, but must be available in emergency situations for new users with an urgent requirement for products during the implementation period.

2. **Question:** Define the requirements used in Section C.3.2 Implementation Plan/Schedule bullet #5

Answer: The implementation plan must include an overview how the supplier will meet the security requirements for placing orders over the web portal using the government purchase card information. See Sec C.4.3.5 referencing “Payment Card Industry Data Security Standard”.

3. **Question:** In attachment Section J- Attachment VII Reporting Instructions please clarify the following:
- a. The difference between FAA Price and Unit Price
 - b. The difference between OEM/Mfg Part no and Supplier Product Code

Answer: This report template has been revised to include a tab with Heading Definitions. Some of the headings have been clarified and defined on this tab. Please see revised Section J-Attachment VII- Reporting Template (Attachment #7 to this Amendment. This report also includes a tab detailing the Line of Business (LOB) selections used by FAA customers.

4. **Question:** There is a column requiring credit card numbers in the report titled Section J Attachment VII. Audit controls and PCI compliance does not allow us to keep credit card numbers or pass them via email. Credit card numbers are encrypted when we receive them and no longer visible. Will the FAA remove the aforementioned field from the Reporting Template?

Answer: This column will be deleted from the monthly report template. The FAA will not request or store individual user credit card numbers. Please note the Sec J Attachment VII Reporting Template has been updated to remove and revised to include some additional order tracking information. Please see revised template Section J, Attachment VII – Reporting Template (Attachment #7 to this amendment).

5. **Question:** The columns of the SOT Order Template do not match those that are listed within Section C – Statement of Work. Was this just a sample?

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Answer: The SOT Order Template Section J, Attachment IV has been updated to include all fields of data for population. Data for columns A-P are supplied by FAA and columns Q-U are populated by the supplier. Please see revised SOT Order Template Section J, Attachment IV (Attachment #5 to this amendment).

6. **Question:** For the benefit of the FAA selection process and in order be as thorough as possible when responding to the requirements in the Statement of Work, can you please add an additional page limitation to the following Sub-Factors:

Factor 1-Service/Delivery

Sub-Factor 1- Implementation Plan/Schedule

Sub-Factor 6- Web Portal/Internet Orders

Factor 2- Quality Assurance

Sub-Factor 1- Inventory

Answer: Page limitations have been increased on the following sections of the Section J, Attachment II Business and Technical Management Questionnaire:

Factor 1-Service/Delivery

Sub-Factor 1- Implementation Plan/Schedule

Page limit revised to 2 pages

Sub-Factor 6- Web Portal/Internet Orders

Page limit remains 2 pages

Factor 2- Quality Assurance

Sub-Factor 1- Inventory

Page limit revised to 2 pages

Please see revised Section J Attachment II Business Technical & Management Questionnaire (Attachment #3 to this amendment).

7. **Question:** L.9.6 Volume III-Subcontracting Plan- This states that Offerors other than small businesses must submit their commercial SB/SDB plan. If we do not have a Commercial Subcontracting Plan can we use our GSA schedule subcontracting plan that has been accepted by SBA and GSA in place of a Commercial Plan? Is there a page limit for the Subcontracting Plan?

Answer: A GSA subcontracting plan may be submitted in place of a Commercial Subcontracting Plan. There is no page limit for the submitted subcontracting plan. Please see attached revised Section L (Attachment #7 of this amendment).

8. **Question:** Due to the number of questions and the time it will take to respond to them, will the FAA extend the proposal submission date past March 25, 2010?

Answer: The proposal submission due date has been extended to April 1, 2010.

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9. **Question:** Will the FAA extend the submission due date for the Past Performance Questionnaire past March 18, 2010?

Answer: The submission due date for the Past Performance Questionnaires has been extended to April 1, 2010 at 12pm.

NOTE: Please see attached revised Section L (Attachment #7 of this amendment)

10. **Question:** On the Core tab, Excel Line 451 gives a product description of 'GSAN Color DS Letter', Mfg Part Number as 'ImpressionS7' and Mfgr Name as DESIGN PRINT & SHIP. Is this something that is custom from incumbent contractor? If so, could the FAA please describe exactly what it is so we are able to price for the Core list?

Answer: Line 451 in the Core List was included in error. This line item will be removed from the price worksheet (Section J, Attachment V). This revised document will be posted as Section J, Attachment V (Attachment #6 of this amendment).

11. **Question:** What is the page limitation for Business Technical and Management Questionnaire Sub-Factor #2 Email Orders?

Answer: 1 page maximum. See revised Section J Attachment II – Business and Technical Management Questionnaire (Attachment #3 to this amendment) .

12. **Question:** Factor 3- Past Performance- This section states that we should submit the information on the Past Performance Questionnaire that is submitted to you by our reference. The Past Performance Questionnaire has a section for a General Description. Is there a page limitation for this on the Questionnaire?

Answer: Offerors who are unable to fit a general description of their requirement in the header section of the Past Performance Questionnaire, may submit "General Description" information as an attachment under Factor 3 - Past Performance in Volume I of their proposals. The attachment must not exceed 1 page in length.

Please see revised Section L (Attachment #8 to this amendment)

13. **Question:** Sub-Factor 9 – CONTINUOUS COST SAVINGS [Reference Section C.4.6.2]: This references the section for subcontracting. What section should it reference?

Answer: Business Technical and Management Questionnaire has been revised to incorporate the correct reference which is C.4.6.3.

See revised Section J Attachment II – Business and Technical Management Questionnaire (Attachment #3 to this amendment) .

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14. **Question:** Does the FAA require all vendors to complete and submit a Business Declaration form?

Answer: Yes. Please see revised Section L (Attachment #8 of this amendment).

15. **Question:** L.3.1 references SF 26 while L.9 Proposal Instructions references SF30. Are these the same thing (Solicitation, Offer and Award document)?

Answer: The reference to SF 26 has been removed and replaced with SF 30. Please see revised Section L (Attachment #8 to this amendment).

16. **Question:** To clarify the submission process, are you requesting 10 separate binders? Four for Volume I, four for Volume II and two for Volume III?

Answer: A total of four (4) binders containing Section A, Volume I through III, Business Declaration form, Section K, and Electronic (CD format) proposals are to be submitted .

17. **Question:** L.9.2 States that we must submit our proposal in three separate volumes, titled as outlined in paragraph L.9.4. L.9.4 does not list what volume we should submit the following documents: Solicitation, Offer and Award, Section K, Representation, Certifications and Other Statements to Offerors and the Business Declaration. Can you please clarify which volume you want these in and in what order?

Answer: The above referenced documents must be submitted in Volume I of proposal. Please see revised Section L (Attachment #8 to this amendment).

18. **Question:** L.9.4.1 lists Table of Contents and states that we should reference the specific page number, subdivided into Factors and Sub-Factors. Since our Past Performance references are sending the completed questionnaire directly to you do we need to have an L.9.4.4 Factor 3 Past Performance section in our Table of Contents for Volume 1? Do you want us to submit the page with the general information to be filled out by the offeror on it in this section?

Answer:

- 1) No, offerors are not required to provide a Past Performance Questionnaire in this section.
- 2) Yes, offerors are to submit the additional page with the “General Information” to be filled out by the offeror in this section.
(Reference Past Performance Questionnaire header section)

19. **Question:** All suppliers submitting proposals to support the FAA’s office supply program will be bidding on the same items that the FAA has requested for its program. These items all have the same origin, domestic or foreign, regardless of

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the supplier shipping them. Can this clause be removed so that suppliers that do define country of origin correctly are not penalized and disadvantaged for doing as this clause requires? All suppliers should have the same information for country of origin as we are buying them from the same manufacturers.

Answer: No, per the FAA Acquisition Management System (AMS) the FAA can not and will not waive the Buy American Act provision.

20. **Question:** Is it permissible to provide more than 3 completed Past Performance Questionnaires or are we limited to only 3?

Answer: There are no limitations on the number of Past Performance Questionnaires that can be submitted however, the FAA will **only** evaluate three (3).

21. **Question:** The due date stated is March 25, 2010. However the solicitation stated hard copies could be delivered a day later. Does that mean we can send an electronic copy on the 25th and deliver the hard copies to the FAA on March 26th?

Answer: The SIR has been amended to state that paper and electronic (CD format proposal) submittals are due on the same date and at the same time. Please see revised Section L (Attachment #8 to this amendment).

22. **Question:** According to the SIR the core item pricing is held for a year. Does this apply to the paper items? Market conditions make it very difficult to hold paper for over a quarter.

Answer: Section C has been revised to include the following language “The contractor may request price changes for copy paper once per quarter (each 90 days). These requests must be in writing and include satisfactory justification. Price changes are not automatic, and are subject to FAA approval. Price changes for copy paper will be limited to an equivalent change in the “Producer Price Index (PPI) for Pulp and Paper” as reported quarterly by the Bureau of Labor Statistics. In the event of a decrease in the PPI, the contractor must adjust prices downward accordingly. Please see revised Section C (Attachment #2 to this amendment).

23. **Question:** I have been looking over this Statement of Work, and I have a question about one of the specifications. I see that 508 compliance is outlined thoroughly, but as for the website compliance, does our order placement website need to be 508 compliant? It is unclear to me whether this requirement relates to our website or yours.

Answer: The supplier's website for order placement by all FAA employees must be 508 compliant as outlined in Sec J, Attachment III.